

Allegation Against Staff Policy

I will take the following precautions to protect myself and my staff.

Ensuring all household members and staff over 16 are DBS checked and cleared.

Ensuring all visitors to the house sign the visitors' book and do not have unsupervised access to the children under any circumstances.

Any regular visitors to my setting will be asked to complete a CM2 form and will then undertake a Criminal Record Bureau Check.

I will not leave a minded child in a room alone with a visitor, unless I know they have been DBS cleared, for example, another Ofsted Registered Childminder.

I will not allow any visitors to take my minded children to the toilet or change their nappies.

I will request identification from all visitors not known to me and will refuse entry if I am unsure of them.

I will endeavour, when possible, to arrange for any maintenance work to my property to be carried out at weekends and during non-nursery hours.

I will maintain a visitors book which is available for you to look at.

I will ensure, where possible, that no workmen are in the house during minded hours, unless it is to repair an emergency service or for Health and Safety Reasons.

Document every accident and incident that occurs whilst in my care, informing parents and requesting them to sign my records.

Noting any marks on the children when they arrive and asking parents to inform me of any accidents that have occurred whilst outside my care.

Ensuring the children are supervised at all times.

Keeping accurate records on each child and writing a weekly diary.

However, sometimes allegations are made and this unfortunate situation cannot be avoided. I will then follow the procedure detailed below.

I will follow the local safeguarding children's board procedure and inform LADO (Local Authority Designated Officer) within one working day and Ofsted within 14 days, but as soon as possible following their advice as to whether to continue working.

I will gain support and professional advice from the following organisations:

My insurance company
Legal Advice Line
Family Solicitor
Ofsted
Local Early Childhood Services

I will write a detailed record of all related incidents, including what was said and by whom, with times and dates.

I will ask any witnesses (if there were any) to also write a statement detailing the incident they witnessed and giving their contact details in case it needs to be followed up by the authorities.